

Execute, serialize and retain in a separate sublettered file to the case file. Additional sheet(s) may be attached to this form as necessary to enter data regarding any item below. Each sheet attached should be numbered as an additional page and reflect the item number being continued.

	Serial Number	Initials
1. It will be the responsibility of the case Agent and his/her supervisor to ensure compliance with these instructions.		<u>[Signature]</u>
2. Review MIOG, Part II, Sections 10-9, and 10-10 through 10-10.2.		<u>[Signature]</u>
3. Contact with Squad Supervisor.		<u>[Signature]</u>
4. Ensure availability of equipment and necessary support.	<u>Crash N/A</u>	<u>[Signature]</u>
5. Opinion of USA obtained prior to CM and confirmed in writing.	<u>SUSA #2</u>	<u>[Signature]</u>
6. Memo to SAC for authority, initialed by Squad Supervisor, that includes brief facts of case, opinion of USA and consent of party obtained.	<u>Maint #3</u>	<u>[Signature]</u>
7. Tickler set for expiration of authorization, if appropriate.	<u>SA #1</u>	<u>[Signature]</u>
8. Execute FD-472 and retain as evidence.		<u>[Signature]</u>
9. Contact with ELSUR support employee for coordination of necessary recordkeeping.		<u>[Signature]</u>
10. Contact with appropriate employee for equipment and necessary support (only after proper authorization).	<u>N/A</u>	<u>[Signature]</u>
11. Mark Recording for Identification purposes. See MIOG, Part II, Section 16-8.1.2.		<u>[Signature]</u>
12. Execute FD-504 in its entirety for each original tape at the time the tape is initially removed from the recording device or accepted into custody by the FBI.		<u>[Signature]</u>
13. Complete FD-192 and attach to FD-504. Handcarry to ELSUR tape custodian for duplicating and retention. Assure adherence to 5-day evidence control rule.	<u>N/A</u>	<u>[Signature]</u>
14. Ensure FD-504 sealed and accepted into custody by the tape custodian.		<u>[Signature]</u>
15. ELSUR indexing completed.	<u>N/A</u>	<u>[Signature]</u>
16. Stamp "ELSUR" on file jacket of Vol. I and all subsequent volumes to the case file.		<u>[Signature]</u>
17. Review case file and notify ELSUR support employee in writing (by routing slip or memo) of the full name, initial overhear date and subsequent overhear dates of any individual monitored previously, but not sufficiently identified for ELSUR indexing purposes.	<u>- N/A</u>	<u>[Signature]</u>
18. Supervisor's initials and date certifying compliance with above procedures.	<u>6/25/87</u> (Date)	<u>[Signature]</u>